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| 1. Navigate to <https://login.microsoftonline.com/> |  |
| 1. Sign into your account.   Username: [firstname.lastname###@students.cmcss.net](mailto:firstname.lastname) (\*Note: # are the last 3 digits of PowerSchool number.)  Password:  FL####  (\*Note: First initial Last initial and the last 4 of the Student PIN.)  \*Note: The Authentication Required box will appear to reenter usernames and passwords. |  |
| 1. OneDrive provides students with online access to create, save, and share their work. |  |
| 1. Click new to create a new Word document, Excel workbook, PowerPoint presentation, or OneNote notebook. |  |
| 1. In order to change the name of a file, click Document in the bar across the top and begin typing the new name. |  |
| 1. Files automatically save while working. |  |
| 1. Share files with your teacher or classmates by selecting Share. |  |
| 1. In the Share Document box that appears, select Get a link. |  |
| 1. Click Create Link on View Only or Edit to get a link. Copy this link. Go back to Outlook in order to email your teacher or classmates the link. |  |